

CLASS TITLE: PRINCIPAL REAL ESTATE SPECIALIST

Class Code: 02676700

Pay Grade: 29A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to plan, supervise and coordinate the work of personnel in a real estate technical unit; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to prescribed policy and procedure.

SUPERVISION EXERCISED: Plans, assigns, supervises, and reviews the operations and work of a staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to supervise and coordinate the work of personnel in a real estate technical unit.

To review in process and upon completion, the work of a staff, and provide the necessary guidance, correction, and expertise as required.

To be responsible for the orderly operation of a unit section and coordinate its functions with the work of other units.

To attend staff meetings and present verbal and written reports concerning the activities and progress of the unit.

To establish and maintain effective public and working relations with the general public and others involved in the normal operation of the unit's activities.

To perform the most difficult and complex assignments, when required.

To attend public hearings, court sessions, civic forums, and make presentations regarding the functions and operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the eminent domain and real estate laws, the Real Property Acquisition and Relocation Assistance Act of 1970 with its amendments, the principles and techniques of real property appraisal negotiations to deal with property owners or their agents, the effect of property values, deed restrictions, zoning ordinances, assessments, easements and encroachments, highway acquisition and condemnation plans and specifications; the ability to handle the most difficult negotiations with property owners in order to obtain the necessary releases to acquire their property by purchase of condemnation; the ability to supervise, plan, coordinate and maintain clear, concise and informative reports; the ability to supervise, establish, and maintain effective working relationships with associates, property owners, public officials and others contacted in this work; the ability to apply the proper principles, practices and techniques in the performance of their duties; and related skills and capacities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable full-time employment in any of the technical phases of real estate activities and/or real estate, law, banking or insurance which afforded the opportunity to supervise and coordinate functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 18, 1993

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